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15 January 1973

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDP, DDS, DDS&T

SUBJECT: Nominations for Residential Program in Executive Education

1. Five eight-week sessions of the Residential Program in Executive Education will be conducted at the Federal Executive Institute during the coming fiscal year. The Agency has been allocated eight of the spaces available for FY 1974 in the sessions listed below:

Sunday, 19 August - Friday, 12 October 1973 -- one space
Wednesday, 24 October - Tuesday, 18 December 1973 -- two spaces
Wednesday, 2 January - Friday, 22 February 1974 -- two spaces
Sunday, 3 March - Friday, 26 April 1974 -- two spaces
Sunday, 5 May - Friday, 28 June 1974 -- one space

2. Our quota will be filled on an Agency-wide basis and the Institute has asked that agencies establish a system of principals and alternates for allocated spaces. The Residential Program is designed for persons in grades GS-16 and above. Occasionally, GS-15's will be enrolled. We are encouraged to nominate our ablest people who will benefit most from this program and who can be expected to make the greatest contribution to Government in the years ahead. May I ask, also, that insofar as possible, your candidates' availability during the scheduled time of the session is assured; there has been an excessive rate of withdrawals of approved principals and alternates for the FY 1973 runnings.

3. Please forward your nominations for the five sessions to the Executive Secretary, Training Selection Board, by close of business Friday, 2 March. Six copies of all nomination papers should be submitted for each candidate--a nominating statement giving reasons for proposing attendance, an up-to-date bio profile, and the two most recent fitness reports. In addition, please indicate first and second choice sessions for each candidate.

4. Attached for distribution to your training officers are copies of the Criteria and Nominating Procedures for Fiscal Year 1974.

STATINTL
[redacted]
Executive Secretary
Training Selection Board

Attachments

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